



City of Tecumseh

810 N. Evans Street ♦ Tecumseh, MI 49286 ♦ Phone: 517-423-5602 ♦ www.mytecumseh.org

AJ Smith Recreation Center Rental Agreement

Effective Date 10/20/14

DAY/DATE OF RENTAL _____

NAME OF RENTER _____ NUMBER OF GUESTS _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____ PHONE(S) _____

RESIDENCY: CITY OF TECUMSEH TECUMSEH TOWNSHIP RAISIN TOWNSHIP Other _____

PURPOSE OF RENTAL _____ Time of Event: _____

I agree to the terms and conditions as outlined in this rental packet.

SIGNATURE _____ DATE _____

Key pick up on: _____

Emergency Contact: Shelley Lim 517-403-5197

Office Use Only

Area to be rented:

- | | |
|---|--|
| <input type="checkbox"/> Entire building with floor covering | <input type="checkbox"/> Community room only |
| <input type="checkbox"/> Entire building with no floor covering | <input type="checkbox"/> Gym and community room with floor covering |
| <input type="checkbox"/> Gym only | <input type="checkbox"/> Gym and community room with no floor covering |

Total Price: _____ Retainer paid (50%) of rental: _____ Final Balance: _____

Method of payment for retainer (circle one): Cash Check# _____ Credit Card

Received by: _____ Date: _____

Method of payment for final balance (circle one): Cash Check# _____ Credit Card

Received by: _____ Date: _____

Damage Deposit Due: _____ on _____ Check #: _____
(Date)

Damage Deposit received by: _____ Key# _____

Damage Deposit in the amount of \$ _____ returned to _____ on _____.

Staff initials of person returning damage deposit _____

Renter was called about key pick up (date) _____ will pick up the keys on (date/time) _____

Called by (staff initials) _____

Below is a list of prices for special event rentals. All full or partial building rentals must be approved by the Cultural and Leisure Services Director prior to payment. Half of the total rental price is required to reserve the date.

Price Listings

Community Room only \$225 per day; \$200 per day for city residents of Tecumseh

Weekday rental of the Community Room can be done by the hour for \$35/hour.

Gym rental only is \$100/hour.

If you are renting the Community Room and would like to just use the gym for an hour or two then you may rent the gym for \$75/day. This pricing is for groups who are mainly using the Community Room, but plan on using the gym for just a short amount of time. An example of this would be a baby or bridal shower that would just like a place for children to run around for awhile during the event.

If your rental is during one of our Open Gym times and you do not want exclusive use of the gyms then your attendees may participate in Open Gym at no extra cost.

Damage Deposit for Community Room rental: \$600.00

Entire Building Rental Prices

Entire Building Rental for gym use (example a basketball tournament): \$2,000.00 per day

Entire Building Rental w/Flooring (*for both gyms*): \$2,500.00 per day

Partial Building Rentals

- **1 gym (*all day*) \$1,000.00** per day without flooring and is the main rental – example: Volleyball clinic
- **1 gym & Community Room (*all day*): \$1,200.00** per day without floor covering being put down. An example of someone using this option would be groups larger than 60 where the group is mainly using the gym, but will have some set up in the Community Room.
- **1 gym w/flooring (*all day*): \$1,250.00** per day for groups who will be serving food or setting up other non-athletic activities in the gym.
- **1 gym w/flooring & Community Room (*all day*): \$1,500.00** per day for groups larger than 60 who will be serving food or using the gym for non-athletic activities.

Whether the use of the protective flooring is necessary for the event is determined by the Cultural and Leisure Services Director.

Early Set-Up

Friday Set-Up (*must be after 4:00 PM*): \$500.00

Full or Partial Building Damage Deposit \$1,000

RENTAL POLICY

1. Half of the rental fee is required to make the reservation.
2. All rental fees and security deposits must be paid in full prior to rental date. Cancellations must be made **4 weeks** prior to the date of rental or the retainer will be forfeited.
3. The renter must be present for rental. He/she is responsible for the facility and agrees to abide by all policies stated in the AJ Smith Recreation Center Rental Agreement.
4. Rented space is **ONLY** available the day of rental during scheduled time. If you need to set up or tear down the day before and day after your rental there is an additional fee to do so.
5. Please be aware that the gyms are under video surveillance.
6. The AJ Smith Recreation Center is a smoke free campus.
7. Department approval required for alcohol to be present at an event. See *Tecumseh Parks & Recreation Alcohol Policy, attached*.
8. The City of Tecumseh is not liable for any property damage and/or bodily injury which may occur to persons using the facility.
9. The renter is responsible for all setup, take down, and clean up. Please load and unload only in designated areas.
10. The renter agrees to wipe down tables, chairs, counters, and dispose of trash.
11. Security deposits will be returned after the facility has been inspected. Any breach of this agreement or damage to facilities will result in the forfeiture of all or a portion of the security deposit.
12. The City of Tecumseh Parks and Recreation Department reserves the right to cancel this agreement at any time.

Key Information

*Weekend renters **must** pick up keys on Thursday between 9:00am & 9:00pm or Friday between 9:00am & 4:00pm at the AJ Smith Recreation Center at 810 N. Evans St. Keys used for weekend rentals **must** be returned to the office on Monday between 9:00am & 9:00pm.*

ALCOHOL POLICY

Alcoholic beverages are permitted provided renter adheres to the following guidelines:

1. Function must be closed and by invitation only event.
2. Renters must use a licensed bartender to serve alcohol.
3. **Only the renter's bartender may serve alcohol. Selling alcohol is only permitted by obtaining special permission from City Council prior to the event. City Council meets the first and third Mondays of every month. You will need to have approval 90 days prior to your event. The Cultural and Leisure Services Director can assist you with this process.**
4. Only licensed and insured bartenders may serve alcohol. The bartender or caterer must supply the City with a copy of all appropriate insurance and valid licensing from the Michigan Liquor Control Commission, at least 24 hours prior to rental date.
5. Any arrangements made for the serving of alcoholic beverages must comply with all state and local ordinances, licenses, and laws. Observations of violations by staff of the City of Tecumseh will require the party to stop serving all alcohol immediately and forfeiture of any and all deposits. The rental party must strictly adhere to all alcohol laws and serve alcohol responsibly.
6. **All renters wishing to serve alcohol must rent the entire building including floor covering.**
7. **Generally whole building rentals with alcohol take place on the weekends (Saturday and Sunday) However, weekday rentals with alcohol are possible with approval from the Cultural and Leisure Services Director.**
8. **A security deposit of \$1,000.00 is required when the building keys are picked up. The deposit is returned to the renter if the policy is upheld by the renter when building keys are returned.**
9. **All functions serving alcohol must first be approved by the Cultural and Leisure Services Director.**
10. All functions serving alcohol are subject to final approval by the City of Tecumseh.